



# MINUTEMAN INFORMER

JUNE – SEPTEMBER 2001

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## **HUMAN RESOURCE OFFICE**

<b>Director</b>	COL Kenneth D. Hislop	562-0852
<b>Admin Spt Asst</b>		562-0851
<b>Labor Relations Officer</b>	WO2 Mickey McGuire	562-0857
<b>State EEO Manager</b>	MAJ Evelyn Torres	562-0856
<b>EEO Specialist</b>	MSgt Kathy McCready	562-0854
<b>MSS Manager</b>	LTC John Curl	562-0882
<b>AGR Staffing Specialist</b>	Sharon Marrazzo	562-0860
<b>Senior Personnel NCO</b>	MSG Daniel Balderose	562-0863
<b>Personnel Technician</b>	SPC Vanessa L. Platt	562-0861
<b>Health System Spec</b>	MSgt Anthony DeLuccio	562-0858
<b>Personnel Mgt Specialist</b>	SSG Joyce Locklear	562-0878
<b>Personnel Mgt Specialist</b>	Lorraine Hannibal - Jamison	562-0877
<b>Personnel Services Mgr</b>	LTC Mark Tucci	562-0853
<b>Employee Relations Spec</b>	SMSgt Kathy Christian	562-0881
<b>Classification Specialist</b>	CPT Bruce Protesto	562-0873
<b>Classification Assistant</b>	SSgt Diane Hess	562-0870
<b>Personnel Staffing Tech</b>	SSgt Richard Thomas	562-0889
<b>Employee Develop Spec</b>	2LT Devon Hanson	562-0874
<b>Personnel Assistant</b>	Judith D'Errico	562-0865
<b>Personnel Assistant</b>	Genie Wilson	562-0864
<b>Staffing Specialist</b>	WO1 Michele Thomas	562-0872
<b>Staffing Assistant</b>	Colleen Joseph	562-0871
<b>Personnel Assistant</b>	OC Janet Francis	562-0867
<b>Personnel Clerk</b>	PFC Elizabeth Obuobisa	562-0866
<b>Personnel Clerk</b>	SGT Michael Cantwell III	562-0887

### **Standard Day Off CY2001**

January 8	April 2	July 9	October 1
January 22	April 16	July 23	October 15
	April 30		October 29
February 5	May 14	August 6	November 13
February 20	May 29	August 20	November 26
March 5	June 11	September 4	December 10
March 19	June 25	September 17	December 24

### **2001 FEDERAL HOLIDAYS**

<b>DATE</b>	<b>HOLIDAY</b>
04 JUL 01	INDEPENDENCE DAY
03 SEP 01	LABOR DAY
08 OCT 01	COLUMBUS DAY
12 NOV 01	VETERAN'S DAY
22 NOV 01	THANKSGIVING DAY
25 DEC 01	CHRISTMAS DAY

# EQUAL EMPLOYMENT OPPORTUNITY

*By MSGT Kathy McCready, 562-0881*

## MEETING THE DIVERSITY CHALLENGE

- Diversity is a challenge that has the potential to be either a positive or a negative influence on an organization. Ignoring the issue will drain an organization of its most vital human resources. In order for diversity to have a positive effect, **knowledge** must be combined with **action**. You must acknowledge that diversity exists and capitalize on it. Then you will unlock resources that would otherwise remain untapped.
  - In the past decade, it has become apparent that white, European-American males are no longer the majority in the American workplace. And, as the number of diverse individuals entering the workplace grows, the issue of "workplace diversity" becomes even more significant.
  - Workplace diversity refers to more than just cultural differences. It also includes other differences, such as:
    - Race
    - Sexual Orientation
    - Gender
    - Parental Status
    - Age
    - Language
    - Geographic Origin
    - Differently-abled
    - Religion
    - Culture
- ...and any difference that is irrelevant to the organization's success.

- With the ever-increasing amount of changes in the work force, workplace diversity can't be ignored. It's a critical challenge that must be faced. The first part of the challenge lies in knowing how diversity can impact your organization. It has both potential downsides and potential opportunities.

### **Potential Downsides**

Hinder productivity  
Create conflicts  
Lead to communication gaps

### **Potential Opportunities**

Gain competitive advantage  
Become more creative/innovative  
Increase employee satisfaction

- Workplace diversity may well be the biggest leadership challenge of the decade. It affects organizations of every size and shape, and in every region. Choose to ignore the challenge by sticking your head in the sand, and you will be left behind. Choose to take the challenge and you will be on the fast track to success.

## **WHY IS SEXUAL HARASSMENT A WORKPLACE ISSUE?**

- In the workplace, sexual harassment will not go away without careful and deliberate efforts to make it go away. It is a workplace issue for several important reasons:

### **The Law**

- In 1964, the Civil Rights Act changed the workplace forever. It placed a spotlight on how people relate to each other at work. It opened a national discussion about the roles of minorities and women at work. For the first time, it empowered people to speak out against practices, beliefs, and stereotypes that had existed in the workplace for centuries. Although substantial progress has been made, we still have a long way to go.

### **The Diversity of the Workplace**

- Diversity has changed the operating assumptions of the workplace. When the majority of people in the workplace were men, their rules determined what was and was not acceptable. But in a diverse workplace, men and women of many colors and cultures establish rules and policies that allow everyone to be treated with respect.

### **Past Practices**

- Many men seem to think that everyone should have the same experiences they had climbing the corporate ladder. Because they survived it (or maybe even enjoyed it), they think everyone else should have to earn their "stripes" in the same way. Those rules are the old rules. Today's workforce is very different and much less tradition-bound than it was 50 years ago, even 25 years ago. These male-dominated practices of the past are slowly giving way to a variety of other practices that take into account the interests and needs of all people in the workplace.

### **Familiarity**

- There is an old saying "familiarity breeds contempt". When we work side by side with someone every day, we have a tendency to assume that we can say almost anything to that person. Sometimes, because they have shared things with us about their personal lives, we assume we can be more open with them than we are with others. Many sexual harassment claims result from one person assuming that a friendly coworker is ready, willing, and able to get involved in their personal life. But for all of us, there is a line at which we say, "I just don't want to get that involved in your personal life." When that line is crossed, the behavior is harassment.

### **Employee Productivity**

- Today's jobs require employees to be creative and innovative and to possess both customer service skills and technical knowledge. They demand careful, deliberate thinking on the part of every member of the workforce. If harassment or sexual harassment taints the workplace, people often find it difficult to concentrate and focus. An organization that creates and maintains a positive, harassment-free environment will reap generous returns from its workforce. Each time we are offended at work, we (male or female) become a little more skeptical and wary. The more it happens, the more we think about it. The more we think about it, the less productive we become. Eventually, one of three things happens: We find another job and leave, we become a poor performer, or we file a sexual harassment claim. In all three scenarios, both the organization and the employee lose.
  
- When you look at the many issues discussed, you can see that sexual harassment is a workplace issue. History, business practice, and social change have combined to make the workplace one of the most important parts of our everyday lives. And when the environment in that workplace is uncomfortable, we are not productive. Preventing sexual harassment is a priority in today's workplace.

## **EMPLOYEE DEVELOPMENT**

*By 1LT Devon Hanson, 562-0881*

Once again we are near the end of the fiscal year. If you have not submitted your DD FORM 1556 for training please do so as soon as you can.

There was a training survey sent to all the Army directors through the CAO office for FYO2 training. This survey helps me to plan the training budget and prioritize training. If you have not completed this survey please do so and send it to my office. HRO/EDS, 3650 Saylor's Pond Road, Fort Dix NJ. You can also reach me at 609-562-0874 or DSN 944-0874 for any question.

## **EMPLOYEE RELATIONS**

*SMSGT Kathy Christian, 562-0881*

Useful web sites for information relative to employee benefits: [www.opm.gov](http://www.opm.gov), [www.tsp.gov](http://www.tsp.gov), and [www.fedweek.com](http://www.fedweek.com). The employee relation's section is always available to assist with any questions relative to your federal benefits.

### **Uniformed Services Participation in the Thrift Savings Plan**

Uniformed service members will be able to sign up to participate in the TSP during a special 60-day enrollment period, known as an open season, beginning on 9 October 2001, and ending on December 8, 2001. Contributions to the TSP based on the sign-up will begin to be deducted from paychecks the first week of January 2002.

Members who do not enroll during the special open season will have two "open seasons" per year to enroll thereafter. (Open seasons are currently May 15 through July 31 and November 15 through January 31.)

New members of the Uniformed Services will have 60 days after joining the service to enroll in the TSP; thereafter, they may enroll during the semiannual open seasons.

You may contribute up to 7 percent of the basic pay you earn each month. You may also be able to contribute all or any whole percentage of any special or incentive pay (including reenlistment or other bonuses). However, the total amount you contribute each year cannot exceed the Internal Revenue Code's elective deferral limit for the year (for 2001, the limit is \$10,500; it is calculated each year and may be higher in 2002.) If you are a member of the Ready Reserve or National Guard and have a civilian TSP account, the total of all your contributions cannot exceed the Internal Revenue Code's elective deferral limit.

### **Federal Employee Life Insurance (FEGLI)**

FEGLI Calculator – [www.opm.gov/calculator/index.htm](http://www.opm.gov/calculator/index.htm)

- Determine the face value of your FEGLI life insurance.
- Calculate how much you are paying for this coverage, and see how choosing different Options can change the amount of your life insurance and your premium withholdings.
- See how the life insurance carried into retirement will change over time.

### **What If I Want To Change My Life Insurance Coverage?**

If you waived all insurance or did not elect any Optional insurance when you were first hired, or you simply want different coverage than you have now, you have three opportunities to make changes: an open enrollment, a physical exam, or a life event.

**Open Enrollment** - An open enrollment is relatively rare.

## EMPLOYMENT RELATIONS (con't)

### FEGLI Continued:

**Physical Exam** - As long as at least one year has passed since the effective date of your last waiver of life insurance coverage, you may get a physical exam at your own expense using the Request for Life Insurance (SF 2822). You and your agency must complete part of the form. Then you take the form to your physician or other medical professional. He or she will examine you, complete the rest of the form, and send the form to the Office of Federal Employees' Group Life Insurance (OFEGLI). If OFEGLI approves your request, your human resources office will automatically enroll you in Basic insurance, unless of course you already have Basic.

You will have 31 days to elect Option A and/or elect Option B or increase your Option B multiples (up to a total of 5) by completing a Life Insurance Election (SF 2817) and submitting it to the human resources office (HRO). **You cannot elect Option C or increase your Option C multiples by getting a physical exam.**

**Life Event:** If you already have Basic, you may elect Option B or you can increase your multiples of Option B based on a life event. A life event is marriage, divorce, death of a spouse, or acquisition of a child. The number of multiples of Option B you can get depends on the event. For example, if you marry, the number of multiples you can get is equal to the number of additional family members acquired with your marriage. There is a [table](#) in the FEGLI Booklet (RI 76-21) with the life events and the number of multiples you may elect. You can also elect Option C or increase your multiples of Option C based on a life event. You can elect from one to five multiples, regardless of the number of eligible family members you have or acquired.

You can increase your coverage based on a life event by completing a *Life Insurance Election* ([SF 2817](#)). You must submit the SF 2817 to the HRO within 60 calendar days after the date of the event.

For questions contact: SMSgt Kathy Christian at (609) 562-0881.



# WORKERS' COMPENSATION

*By Genie Wilson, 562-0864*

## **G**OOD-BYE

This month's article will be my last; I am retiring on 7 September 2001. I wanted this to be a thank you to all of you and not an OWCP article.

I met many wonderful people during the 14½ years I have worked in the HRO office. I am very fortunate that some of those people became very good friends and still are.

I have many great memories of my years here and they will stay with me for the rest of my life. To those of you out in the field, both Army and Air, it's been a learning experience for both you and me, I hope I was able to help solve your problems at least most of the time, I will miss talking to you every once in a while. To my co-workers in the HRO I will talk to you individually at a later time.

It's going to be different not working but I'm sure it won't take long to get used to, in fact I'm sure it will happen immediately.

Again thank you for the confidence you had in me to give you the right information, for the many laughs and sometimes the tears (thank goodness that wasn't very often).

THANKS FOR THE MEMORIES, I WILL MISS YOU ALL.



GENIE WILSON  
GENIE (GIGUERE) WILSON

## PERFORMANCE SYSTEM AND AWARDS

*Judith D'errico, 562-0865*

### **T**o Everyone in the NJNG

After working forty-four years, nine with the NJNG as a Personnel Assistant in the HRO, I will retire in September. This departure will be another stage in my life and I welcome the new adventures. You know, forgetfulness, short attention span, momentary confusion, finding where I parked my care etc.



God Bless and keep you all.

JUDITH D'ERRICO

.....  
**Wishing You Both A Great Retirement From The HRO  
Department**

# Management Systems and Support

*By LTC John Curl 562-08821*

## **A HELLO WILL ALWAYS BE FOLLOWED, AT SOME POINT, WITH A GOOD BYE!**

It doesn't seem like more than a month or two have passed since that fateful day in March of 1996 when I reported to the Human Resources Office for my new assignment as the AGR Manager. I spent the morning of the first day greeting my new work-mates, and saying "Hello" to my counterparts in the field. Days flew into months that have flown into years, and I have witnessed many positive and progressive changes in the field of full time personnel management. I have had the opportunity to work with some of the best personnel specialists, at all levels, in the military community.

I won't spend a lot of space waxing philosophically about the years past and the years to come, and I won't bore you with soapy reminiscences. I would simply like to say that it has been a privilege and my distinct pleasure to have served and soldiered with the very finest. I have made some very deep and lasting friendships that I plan to continue. I have made many, many more professional acquaintances that I will miss very much, and hope that our paths may cross again sometime.

Each one of you will retire somehow, someday, some day. Now is my time to go. Good bye and God bless you all.

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### "Just A Thought"

We spend an incredible amount of time on the phone trying to explain our policies and procedures. The solution, it would seem, is to publish a written policy or information paper, yes? We will spend an inordinate amount of time reviewing and rewriting policy memoranda and other formal correspondence to insure that we are clearly understood. But formal communications are not always as clear and less liable to be misinterpreted by our co-workers and subordinates as you would think. Check this out-

J. Edgar Hoover, the venerable Director of the Federal Bureau of Investigation, became irked at the sender of a memo because they had not left wide enough margins for the FBI chief to scribble his comments. Wide margins were a bureau policy, so he wrote on it, "Watch the borders" and sent it back. For the next week, FBI agents fanned out on the Mexican and Canadian borders in the bewildering belief that their boss wanted them to keep a sharp vigil.

# **Personnel Classification Specialist**

*By CPT Bruce Protesto, 562-0873*

## **IT'S NOT IN MY POSITION DESCRIPTION**

One of the most common complaints heard by supervisors and by personnel specialists is "It's not in my PD." There have been cases in which employees have actually refused to perform duties that were not specifically listed in their position description. Such attitudes reflect a disregard of both the "purpose of position description" and of the "authority of the supervisor" to make work assignments.

Position descriptions do not [generally] prescribe all the duties of a position. The purpose of the position description is to reflect or document duties assigned by management. It can never include all such duties, however, particularly when an organization takes on new duties, or perhaps a special project not contemplated when the position description was established. Some duties are too technical or too detailed to warrant full description; others are performed so rarely or for such a small percentage of the time that their enumeration would make the description unnecessarily long.

Within the scope of the delegated authority, supervisors have the right to make work assignments to their subordinates as long as the work assigned is reasonably related to the employee's position and qualifications. An employee's refusal to carry out a legitimate work order may be cause for disciplinary action.

If substantial changes have occurred since the position was established, then a rewrite may be needed. If you have any questions on this particular subject, please contact me at 609-562-0873.

# **PERSONNEL STAFFING**

*By SSG Richard Thomas, 562-0889*

## **TRYING OUT A NEW LOOK**

The Human Resource Office invested a modest amount of research and analysis to determine what improvements could and should be made to our AGR Vacancy Announcements. The overwhelming recommendation was to make them easier to read. Other recommendations and suggestions included making them more appealing to the eye, including additional information about qualifications, and adding guidelines for submitting applications. In addition to our quasi-scientific survey, we obtained a number of vacancy announcement documents from other states as comparisons.

The HRO has adopted a new format for its AGR Vacancy Announcements. This format is a composite of ideas obtained from other similarly organized HRO offices, and our own local survey. The format includes some graphic arts improvements that distinguish Army documents from Air documents. The Vacancy Announcement has been lengthened in order to provide an Applicant Checklist of items to be included with your application, and an explanation of the basic rules of qualification for the AGR program.

Page 1 of the new format will contain the specific information pertaining to the position being advertised- the Duties and Responsibilities, rank and pay grade information, unit and duty location, and a point of contact to obtain more information or ask questions. Page 2 will contain specific information about the pay, benefits, and entitlements, any initial entry requirements, how to apply, and where to mail your application. Page 3 will contain the Application Checklist along with some helpful reminders, and a list of the basic qualification requirements of the AGR program. All pages of the format are written in an active voice and acronyms and "government-speak" has been held to an absolute minimum when not eliminated entirely.

We have received a lot of positive feedback. If you have any suggestions or comments, please feel free to contact WO1 Michele Thomas, Personnel Staffing Specialist, at 609-562-0872. If you have any questions about AGR employment, or the application process, call me at 609-562-0889.

## ***Personnel Staffing Specialist***

*By WO1 Michele Thomas, 562-0872*

### **UNCLE SAM WANTS YOU.... To Join the Army AGR Program**

Recently, the HRO mailed the following information to over 3800 SPC/E4 through SSG/E6 soldiers in the New Jersey Army National Guard. We want to encourage them to join the Full Time Support Force ranks. We are currently short 23 Army AGR soldiers, and WE NEED YOUR HELP in meeting our end strength goal. Please pass this information on to anyone that you think will be the kind of quality soldier you would want serving along side you in the FTSF, talk to them, and help them to apply.

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**Did you know that the New Jersey Army National Guard employs over 370 soldiers** on Full Time National Guard Duty as AGRs? Did you know that AGRs have the same pay, benefits, and entitlements as soldiers on Active Duty, but they serve in the Armories right in their home state? It's all true, and the next soldier to join the ranks could be you!

**BASIC PAY-** is calculated on your years of service:

If you are SGT/E5, your basic pay per month will be between \$1381.80 and \$2007.90

If you are SSG/E6, your basic pay per month will be between \$1575.00 and \$2370.30

If you are SFC/E7, your basic pay per month will be between \$1831.20 and \$3250.50

**BASIC ALLOWANCES-** are calculated on your duty station location, your residence, and the number of dependents that you have:

You will receive additional pay allowances for housing, subsistence, uniforms, and cost of living which are all tax free-

If you are SGT/E5, your entitlements could amount to an additional \$600-\$1100.

If you are SSG/E6, your entitlements could amount to an additional \$750-\$1300.

If you are SFC/E7, your entitlements could amount to an additional \$900-\$1450.

### **OTHER ENTITLEMENTS-**

- You will receive Leave at the rate of 2 1/2 days per month for a total of 30 days per year, and you are entitled to all Regular Federal Holidays.
- You receive medical care and hospitalization under the Uniformed Service Health Benefits Program, as will any dependents that you have.
- At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement with all rights, privileges, and entitlements. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service.
- Members who leave their jobs and enter tour have re-employment rights under the federal USERRA law.

## **PERSONNEL STAFFING (con't)**

- Full Survivor Benefits are authorized while on your AGR tour.
- You and all eligible dependents will receive full and unlimited PX/Commissary privileges.
- You and all eligible dependents will receive an Active Duty Identification Card / Dependent Identification Card and be enrolled in DEERS.

## **WHAT KINDS OF JOBS ARE AVAILABLE ?**

The NJ Army National Guard employs AGRs in all types of Military Occupational Specialties (MOS), but our greatest needs are for:

- Recruiters, MOS 79T, SGT/E5 to SFC/E7 (earn up to \$375 specialty pay plus car)
- Supply Sergeants, MOS 92Y, SGT/E5 and SSG/E6
- Recruiting Apprentices, Any MOS, SPC/E4

We have other needs, from time to time, for:

- Readiness NCOs, MOS depends on unit type, SSG/E6 and SFC/E7
- Personnel Specialists, MOS 75H, SPC/E4 to SGT/E5

## **HOW DO YOU KNOW IF YOU ARE ELIGIBLE?**

- You must be a member of the NJ Army National Guard.
- You must meet the physical standards of Army Regulation 600-9 and Army Regulation 135-18.
- You must not be under current suspension of favorable personnel actions.
- You must be able to serve at least 5 good years in active status prior to any mandatory removal date such as reaching Age 60.
- You must not be entitled to receive federal military retired or retainer pay.
- You must be able to complete 10 years in AGR status for retirement.
- If you are applying and have 13 or more years of active military service credited for retirement you will require a waiver from NGB prior to placement on tour.
- You must be medically qualified under Army Regulation 40-501 Chapters 2 and 4 or 5 as applicable within 24 months prior to initial entry. You must be medically certified as drug free, be tested for HIV within 6 months of initial entry and not be pregnant. Female soldiers must undergo a pregnancy test within 30 days prior to initial entry.
- If you are a SGT/E5 or below, you do not necessarily have to have the MOS for the job you are applying for. You must become MOS qualified within 12 months of your selection.
- If you are a SSG/E6 or above, you must be MOS qualified for the job you are applying for.
- If you have voluntarily separated from the AGR program previously, you are not eligible to re-enter for one year from the date of that separation
- If you have voluntarily separated from the AGR program in lieu of an adverse personnel action, or you have been involuntarily separated from the AGR program you are not eligible to re-enter the program.

## **HOW DO YOU APPLY FOR AN AGR JOB?**

All jobs in the Full Time Support Force (FTSF), which consists of federal Military Technicians and AGR soldiers, are publicized on a Vacancy Announcement. Vacancy Announcements are available in every Armory, Shop, and ICRC, and on the Department of Military and Veterans Affairs internet web site. From any web browser, go to <http://www.state.nj.us/military/vacancy> for a complete listing. These are interactive, which means that you can click on the heading to receive a complete printed copy!

Pay particular attention to the Opening and Closing Dates, it is important that your application is received before the cut-off.

You begin to apply for AGR jobs by completing an NGB Form 34-1. These forms are available by asking your unit Readiness NCO, Battalion Personnel NCO, or Battalion Full Time Supervisor. You can also obtain a copy of NGB Form 34-1 by going to the web site at <http://www.state.nj.us/military/hro> and clicking on the link button shown. The form is interactive, which means that you can fill it out on-line before printing the copy.

Follow this checklist for preparing your application packet-

1. NGB Form 34-1 (Application for AGR Position).
2. DA Form 2-1 (certified True Copy).
3. A current SF-88 (Report of Medical Examination) and SF-93 (Report of Medical History). If your physical is more than 6 months old, a certified Height/Weight statement within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).
4. A current DA Form 4970 (Medical Screening Summary- Cardiovascular Risk Screening Program) must be included if you are over 40 years of age.
5. A copy of your NGB Form 23-B (Retirement Points History Statement) if you are a current member of the NJ Army National Guard.
6. Official DA photograph (a Polaroid or other snapshot of you in your Class A uniform from head to jacket hem is also acceptable).
7. A current DA Form 705 (Army Physical Fitness Score Card).
8. Copies of your last 5 NCOER, or a Letter of Recommendation for soldiers not requiring an NCOER.
9. Copies of any DD Form 214.
10. Photocopy of your current civilian motor vehicle operators license. All data must be readable.
11. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.

### **NOTES-**

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Fm 34-1.
- b. Make sure that you sign and date your NGB Fm 34-1.
- c. Make all entries legible, and complete all items in full.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted.



**WHERE DO YOU MAIL YOUR APPLICATION? HOW DO YOU GET HELP?**

The Vacancy Announcement tells you the Closing Date, which is when we have to have your application in our hands. It will also tell you where to send your application:

Headquarters, New Jersey National Guard  
Attention: HRO Staffing  
3650 Saylor's Pond Road  
Fort Dix, NJ 08640

If you need help with your paperwork, contact your unit Full Time Support Force or call the NJ National Guard Human Resources Office at:

609-562-0872 - WO1 Thomas  
609-562-0873 – Mrs. Joseph  
609-562-0889 – SSG Thomas  
609-562-0860 – Mrs. Marrazzo

# LABOR RELATIONS

By CW2 Mickey McGuire, 562-0857



DEPARTMENT OF THE NAVY  
HUMAN RESOURCES SERVICE CENTER NORTHEAST  
111 SOUTH INDEPENDENCE MALL EAST  
PHILADELPHIA, PA 19106-2598

Code 52.1  
June 15, 2001

NJ Department of Military and Veterans Affairs  
Human Resource Office  
3650 Saylors Pond Road  
Room A216  
Fort Dix, NJ 08640

Dear Sir/Madam:

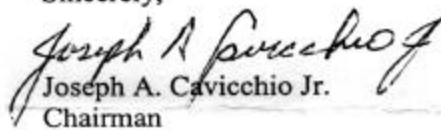
SUBJECT: FEDERAL WAGE SYSTEM WAGE SURVEY

A Federal Wage System Survey is scheduled to be conducted in your wage area (Philadelphia, Pennsylvania) in October, 2001. In accordance with the requirements of that survey, a hearing must be scheduled allowing interested parties to comment on the parameters of the survey. The hearing is scheduled for 10 July 2001, and the notice of the hearing is attached. You are requested to have this notice posted on official bulletin boards (in accordance with local posting practice), as soon as received.

Your cooperation in this administrative detail is appreciated.

Please call the undersigned at (215) 408-5262 should there be any questions.

Sincerely,

  
Joseph A. Cavicchio Jr.  
Chairman

Philadelphia, Pennsylvania Wage Survey

**NOTICE OF HEARING**  
**FEDERAL W AGE SYSTEM W AGE SURVEY**

W AGE AREA: Philadelphia, Pennsylvania SURVEY TO BE CONDUCTED DURING: October 2001

TIME AND DATE OF HEARING: 10 am -2 pm July 10,2001 LOCATION OF HEARING: See Location Below

PURPOSE: A hearing will be held to permit the presentation of recommendations and supporting evidence by local organizations and individuals concerning the area definition as well as the industries, establishments, and jobs to be surveyed. Any recommendations and supporting evidence must be presented in writing to the Local Wage Survey Committee at or before the hearing. The Local Wage Survey Committee is not authorized to hear or to act upon job classification complaints. Any group representatives or individuals desiring to appear at the hearing should contact the Local Wage Survey Committee for an appointment at the following

CHAIRMAN: Joseph A. Cavicchio Jr.

PHONE: (215) 408-5262

ADDRESS: HRSC-NE 111 S. Independence Mall East, Philadelphia, PA 19106 Attn: Code 52.1

**The survey will include establishments in the following industries:** Manufacturing, Transportation, Communications, Public Utilities, and Wholesale Trade.

**Firms must have at least 50 employees and be willing to participate.**

**GRADES AND TITLES OF REQUIRED SURVEY JOBS**

1 Janitor (Light)	5 Warehouse Worker	7 Truck Driver (Heavy)	10 Automotive Mechanic	11 Electronics Mechanic
2 Janitor (Heavy)	5 Forklift Operator	8 Machine Too Operator II	10 Sheet Metal Mechanic	13 Toolmaker
2 Material Handler	5 Material Handling	9 Machine Tool Operator I	10 Pipefitter	
3 Maintenance Laborer	Equipment Operator	9 Carpenter	10 Welder	
4 Packer	6 Truck Driver (Medium)	10 Electrician		

The wage area is defined by the U.S. Office of Personnel Management (OPM) as follows:

**SURVEY AREA**

**Pennsylvania: Bucks, Chester, Delaware, Montgomery, Philadelphia**

**New Jersey: Burlington, Camden, Gloucester**

**Location of Hearing:**

**Department of the Navy**

**Bourse Building, 9<sup>th</sup> Floor Rm. 903**

**111 South Independence Mall East**

**Philadelphia, PA 19106**

**AREA OF APPLICATION: SURVEY AREA PLUS THE FOLLOWING AREAS NOT SURVEYED**

**Pennsylvania:** Lehigh, Northampton

**New Jersey:** Atlantic, Cape May, Cumberland, Hunterdon, Mercer, <sup>1</sup> Ocean, Warren

<sup>1</sup> Fort Dix Military Reservation only

Each Local Activity must post this notice on its bulletin board for at least 10 workdays prior to the schedule date of the hearing.  
(OPM Operating Manual, Federal Wage System, Subchapter S5-6c)